

1.22	Contacting and/or Requesting an Attorney General's Opinion	Page 1 of 1
Issue date: 12/99	Revision date: n/a	Division Staff
Form(s): None		

Procedure:

To Contact the Attorney General's Office:

All contact with the Assistant Attorney General assigned to the **Division** of Services for People with Disabilities must be cleared by the Director. When an employee has a need to contact the Attorney General's office, the following procedure should be followed:

1. Contact the **Region** Director to discuss the question/need.
2. The **Region** Director will contact the **Division** Director/designee and discuss the request. If it is determined that an attorney general contact is appropriate, the request will go to the appropriate Assistant Attorney General from the Director's office.
3. Information gained will be communicated through the **Region** Director to the employee.

To Request an Official Attorney General's Opinion:

All requests for an official Attorney General's opinion must be approved by the Director of the **Department of Human Services** and the Governor's Office. When there is a request for such an opinion, the following procedure should be followed:

1. All requests should be forwarded to and discussed with the **Region** Director who will make the determination if the question should proceed.
2. The **Region** Director and the **Division** Director will review the request and together determine if the request should be forwarded to the Department.
3. The request will be sent to the Director of the Department for review. A decision will be made and, when agreed, an official Attorney General's opinion will be requested through the Governor's office.
4. Information will be communicated through the Department to the **Division** Director to the **Region** Director to the employee.